

**CONFIDENTIAL**IRWG-3-6  
Human Resources

21 January 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Human Resources Program in DDA

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1. [ ] Chief of the Management Training Division, informs me that he has completed arrangements with [ ] for two presentations of the Human Resources 4½ hour course to top level personnel within DDA.

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2. The meetings have been scheduled as follows:

FIRST GROUP

Monday	1 February	2:30 - 3:30	Group Meeting #1
Tuesday	2 February	individual ½ hour	conferences between the
Wednesday	3 February	discussion leader	and members of the group.
Wednesday	3 February	2:30 - 3:30	Group Meeting #2
Thursday	4 February	2:30 - 3:30	Group Meeting #3
Friday	5 February	2:30 - 3:30	Group Meeting #4

SECOND GROUP

Monday	15 February	11:00 - 12:00	Group Meeting #1
Tuesday	16 February	individual ½ hour	conferences between the
Wednesday	17 February	discussion leader	and members of the group.
Wednesday	17 February	11:00 - 12:00	Group Meeting #2
Thursday	18 February	11:00 - 12:00	Group Meeting #3
Friday	19 February	11:00 - 12:00	Group Meeting #4

3. It is our understanding that [ ] is making the arrangements for securing rooms for the meetings and for scheduling the attendance of DDA personnel.

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4. After these two courses for top management from across DDA have been completed, [ ] will be pleased to make whatever arrangements you consider to be appropriate for conducting further Human Resources Program meetings within the various Offices within DDA.

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5. I shall be interested to receive any comments from you regarding the use of this Program in strengthening supervision and in contributing to your management objectives in DDA. I assume that you will wish to discuss any problems that come up directly with [ ]

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Director of T

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25 YEAR RE-REVIEW

cc: [ ]

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